

Rotary Club of Palgrave Chequerequisition 2023/2024
(Other than Member Directed Donations)

Date: _____

Reason for Cheque (please tick):

Club Donation

Club expense

Fundraising Event Expense

Event: _____

Payee: _____

Is recipient a charity?

If so please request a tax receipt for the Club

Amount of Cheque: _____

Member to whom cheque should be returned: _____

Special Instructions e.g. Date needed for _____

For donations: Due diligence done by: _____

Date: _____

For Club or Fundraising expense: Receipt attached: Yes/No (Please circle as appropriate)

If not, reason: _____

Approval*: _____

Date of Approval: _____

* Requests must carry approval signature as follows:

Donations:	International:	Ricardo Aldrey
	Youth:	Andrew Saarimaki
	Community:	Andrew Saarimaki
	IPPC:	St Iyke Ndubuisi
Expenses:	Club:	Ricardo Aldrey
	Fundraising Event:	Event Chair

Treasurer's use:

Account: Membership/Foundation/Fundraising

Cheque number: _____ Date issued: _____